Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
Wednesday, August 5, 2015  
Presiding: Trustee Joan Geise

Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Joshua Barry

Trustee Excused: M. Joan Geise

Staff Present: Dr. Barbara Risser, Joseph Delforte, Kristen Fragnoli, Lenore Friend, Anne Gulledge, Karen Hopkins, Grace Loomis, Carol Urbaitis, Sarah Whiffen

Guests: no one present at this meeting

Media present: no representatives present at this meeting

At 4:30 pm, in Trustee Geise’s absence, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Business
Review June 2015 committee minutes
No discussion or revisions

Enrollment update
Ms. Urbaitis

Resolutions
Reappoint Non-Unit Employees
Ms. Loomis presented this resolution to reappoint the following non-unit employees to their respective positions:
Kristen M. Fragnoli, Provost, Vice President of Academic & Student Affairs
James R. Fisher, Vice President of Administration & Finance
Carol S. Urbaitis, Vice President of Enrollment Management
Grace H. Loomis, Director of Human Resources
John Taylor, Chief Information Officer
Mary McLean-Scanlon, Director of Institutional Effectiveness
Joseph T. Nairn, Chief Advancement Officer
Joseph L. Delforte, Controller
Catherine Ahern, Director of Buildings & Grounds
Robert F. Lowden, Director of Athletics
Jason R. Maitland, Director of Safety & Security
Lenore L. Friend, Director of Public Relations & Community Affairs
Amy I. Pauley, Director of Development
Karen D. Taylor, Associate Vice President of Instruction & Assessment
Jacob Amidon, Associate Vice President of Academic Initiatives
Sarah Whiffen, Associate Vice President of Student Affairs
Andrea Barber, Director of Business Services
Dawn M. Hess, Director of Enterprise Risk Management and EHS
Patricia Zimmer, Assistant Director of Human Resources
Administrative appointment: Anne Gulledge
Ms. Loomis presented this resolution to approve an administrative appointments for Anne Gulledge, Systems and Database Administrator, effective on February 7, 2016.

Adjust the professional service positions roster
Ms. Loomis presented this resolution to adjust the professional service positions roster as follows:

The following are **new** job descriptions for Finger Lakes Community College:

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Counselor-Athletic Recruitment Coordinator</td>
<td>3.20.15</td>
</tr>
<tr>
<td>Apple Technology Specialist</td>
<td>1.5.15</td>
</tr>
<tr>
<td>Assistant Director of Academic Success &amp; Access Programs</td>
<td>4.3.15</td>
</tr>
<tr>
<td>Educational Planning Coach-Academic Intervention</td>
<td>5.12.15</td>
</tr>
<tr>
<td>IT Programmer Analyst</td>
<td>1.5.15</td>
</tr>
<tr>
<td>HR Compliance Coordinator</td>
<td>6.1.15</td>
</tr>
</tbody>
</table>

The following are **revised** job descriptions for Finger Lakes Community College:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Previous Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Specialist-Academic Success Programs (4.17.15)</td>
<td>Technical Specialist-Developmental Studies (9.2.09)</td>
</tr>
<tr>
<td>Technical Specialist-Viticulture/Wine Technology FT (7.6.15)</td>
<td>Technical Specialist-Viticulture/Wine Technology PT (1.10.11)</td>
</tr>
<tr>
<td>Director, Office of Professional Learning/Leadership Dev. (7.22.15)</td>
<td>Director, Center for Excellence in Teaching, Learning, and Leadership (6.11.15)</td>
</tr>
</tbody>
</table>

Dr. Risser noted the importance of keeping position titles current and thanked Ms. Loomis for her diligence to ensure that this occurs.

Execute 2015-16 Course Offerings Agreements: Seneca, Wayne & Yates Co.
Provost Fragnoli presented this resolution to authorize the chairperson of the FLCC Board of Trustees to execute agreements with Seneca, Wayne and Yates counties to offer college-level courses by Finger Lakes Community College during the 2015-2016 academic year.

There being no further business, **at 4:43 p.m., on motion by Trustee Blazey and second by Trustee Mihalik, the Board of Trustees Education & Planning Committee adjourned.**

Prepared by, Submitted by,

Karen A. Hopkins Trustee M. Joan Geise
Assistant Secretary of the Board Chair, Education & Planning Committee

Next meeting: Wednesday, September 2, 2015; 4:30 p.m.; Carpenter Board Room

Trustee committee members
Joshuah Barry, Dr. Karen Blazey, M. Joan Geise (chair), Donna Mihalik, John Sheppard

FLCC staff liaisons
Kristen Fragnoli, Grace Loomis, Carol Urbaitis
At 4:43 p.m., Trustee Cass called the FLC C Board of Trustees Finance & Facilities Committee meeting to order.

Business

Review June 2015 committee minutes
No discussion or revisions

FLCC 2014-2015 operating budget
Mr. Delforte provided an overview of revenues and expenses to date and gave a fund balance status report.

- Revenues: 107% of budget
- Appropriations: 74% of budget as compared to 84% last year
- Fund balance: anticipate using $197,000

Facilities update
Catherine Ahern, Director of Facilities & Grounds, provided the following facilities update:

- **Geneva Campus Center**: The project is on schedule to be substantially completed by December 20, 2015.
- **FLCC Viticulture & Wine Center**: The winery equipment is functioning and the Center will be ready for the fall semester.
- **Main Campus**: The gymnasium lighting has been replaced with LED fixtures, which is expected to result in a 50% energy savings. The bookstore has been rearranged to improve efficiency. Reconfiguration of the Help Desk has been completed. The Facilities department is in the process of adding office space on campus.

Resolutions

Approve Write-off of Accounts Receivable
The FLCC Vice President of Administration and Finance and the FLCC Controller have examined student accounts receivable and determined that there are accounts deemed as uncollectible by internal and external efforts, and recommend that these accounts be written off by the college’s independent auditor, The Bonadio Group, to Allowance for Student Tuition and to Due to Other Funds as specified:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Tuition</th>
<th>Fees</th>
<th>Books</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 - 2013</td>
<td>317,308</td>
<td>30,871</td>
<td>0</td>
<td>73,020</td>
<td>$421,198</td>
</tr>
</tbody>
</table>

Approve the 2015-2016 Management Confidential employees salary schedule
Based on annual performance evaluations, the College President recommends approval of the 2015-2016 salary schedule for management confidential employees.
Trustee Sheppard asked if the Board would receive information on distribution of merit pay. Dr. Risser replied that she will share this information with trustees.

**FLCC 2014-15 operating budget amendment: grants**
Mr. Delforte presented this resolution to amend and increase the 2014-2015 FLCC operating budget by $2,397,114.54 from $45,194,091.00 to $47,591,205.54, the sponsor’s share remaining unchanged.

**Approve a Collective Bargaining Agreement between FLCC, Ontario County & FLCC Employees’ Unit 7850-02, CSEA 9.1.15 – 8.31.18**
Ms. Loomis presented this resolution to authorize the College to execute a collective bargaining agreement, incorporating the terms and conditions of employment set forth in the tentative agreement herein approved and approved as to form by the College President, FLCC Human Resources Officer, Ontario County Attorney and Ontario County Director of Human Resources.

**Bid acceptance: recording console & studio desk**
Mr. Delforte presented this resolution to accept the overall low responsive/responsible bid of Sweetwater Sound Inc., 5501 U.S. Highway 30 W., Fort Wayne, IN 46818, bid B15081, for the recording console and studio desk at a total cost of $48,245.00.

**Bid acceptance: music studio equipment & software**
Mr. Delforte presented this resolution to accept the overall low responsive/responsible bidders for the following:
- RealAcoustix, LLC., 2437 Rulon White Blvd. #8, Ogden, UT 84404 (item 6)
- Alto Music of Orange County, Inc., 180 Carpenter Ave., Middletown, NY 10940 (items 3, 4, 5, 8, 9, 10, 11 & 12)
- B&H Foto & Electronics Corp. (dba B&H Photo Video), 420 Ninth Ave., New York, NY 10001 (items 1, 2, 7,13 & 14)
Item 15: no award, this item did not meet specifications

**Contract extension: professional photography services**
Mr. Delforte presented this resolution to extend the short term contract with Rikki Van Camp, 842 Turner Rd., Palmyra, NY 14522 to provide photography services for an additional twelve-month period from August 6, 2015 through August 5, 2016 at the current price structure indicated in the short term contract.

**Bid renewal: provide & install interactive classroom systems**
Mr. Delforte presented this resolution to accept the bid renewal of Audio-Video Corporation, 6365 Collamer Drive, E. Syracuse, NY 13057, to provide and install interactive classroom systems.

**Bid renewal: science teaching supplies**
Mr. Delforte presented this resolution to accept the following bidders:
- VWR International LLC (d.b.a. Ward’s Natural Science), 5100 W. Henrietta Rd., Henrietta, NY 14586
- Carolina Biological Supply Co., 2700 York Rd., Burlington, NC 27215
- Edvotek, 1121 5th Street NW, Washington, DC 20001

**Bid renewal: NSF grant-science education supplies & equipment**
Mr. Delforte presented this resolution to accept the following responsive/responsible bidders that met specifications for the following:
- Group 1 – Laboratory and Science Education Supplies and Equipment
- Group 2 – Chemicals and Reagents
- Group 3 – Forestry and Conservation Supplies and Equipment
Primary Vendor for all groups–Sargent-Welch/VWR, 3850 N. Wilke Rd., Arlington Heights, IL 60004
Lease renewal: FLCC & New York Wine & Culinary Center
Mr. Delforte presented this resolution to approve the rental lease renewal between Finger Lakes Community College and the New York Wine & Culinary Center for the period from September 1, 2015 through August 31, 2016, and that the College will rent NYWCC facilities on a course by course basis at a cost not to exceed $225 per hour per section.

There being no further business, at 5:00 p.m., on motion by Trustee Hicks and second by Trustee Martin, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Donald Cass
Assistant Secretary of the Board Chair, Finance & Facilities Committee

Next meeting: Wednesday, September 2, 2015; Carpenter Board Room
Immediately following the Education & Planning Committee meeting

Trustee committee members
James DeVane, Donald Cass (chair), Barbara Hamlin, John Hicks, Stephen Martin

FLCC staff liaisons
James Fisher, Joseph Delforte
Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Joshuah Barry

Trustees Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Joseph Delforte, Kristen Fragnoli, Lenore Friend, Karen Hopkins, Grace Loomis, Carol Urbaitis

Guests: none present at this meeting

Media Present: no representatives present at this meeting

At 5:00 pm, Trustee Mihalik called the FLCC Board of Trustees meeting to order. She considers it an honor and privilege to serve as board chair and takes this responsibility seriously. Trustee Mihalik is looking forward to working with trustees to advance the mission of the college, and ensure college’s sustainability. She noted that this will be a busy year and asked for trustees’ assistance with ensuring a smooth year, and meeting the board’s goals in a professional manner.

Privilege of the Floor (Public Comment)
No speakers at this meeting

Approve the Consent Agenda
Trustee Mihalik called for a motion to approve the following consent agenda items:
June 2015 committees & meetings minutes
Approve revisions to a college policy: Availability of Policies & Procedures for Review
Approve Non-Unit Employees Reappointments
Adjust the Professional Service Positions Roster
Administrative appointment: Anne Gulledge
Execute 2015-16 Course Offerings Agreements: Seneca, Wayne & Yates counties
Approve Write-off of Accounts Receivable
Approve the 2015-2016 Management Confidential employees salary schedule
FLCC 2014-15 operating budget amendment: grants
Approve a Collective Bargaining Agreement between FLCC, Ontario Co. & FLCC Employees’ Unit 7850-02, CSEA 9.1.15 – 8.31.18
Bid acceptance: recording console & studio desk
Bid acceptance: music studio equipment & software
Bid renewal: professional photography services
Bid renewal: provide & install interactive classroom systems
Bid renewal: science teaching supplies
Bid renewal: NSF grant-science education supplies & equipment
Lease renewal: FLCC & New York Wine & Culinary Center
Nominations for 2015 NYCCT Awards:
   Dr. Karen Davison Blazey, Donald M. Mawhinney Trustee Leadership Award
   Finger Lakes Wine Industry, Edward J. Pawenski Business/Industry Partnership Award

There being no discussion, on motion by Trustee Martin and second by Trustee DeVaney, the FLCC Board of Trustees approved the aforementioned consent agenda items.
Chair’s Report
Trustee Mihalik referenced the written Chair’s Report included in trustees’ meeting packet.

The September NYCCT conference is quite costly; therefore, Trustees Mihalik and Hamlin will represent the Board and give a report at the October Board meeting.

Additions to the Chair’s Report
• Board officer’s meetings will be held on Monday of the week before Board meetings at 4:00 pm at FLCC. Trustee Mihalik will work on strengthening the process to establish meeting agendas by collaborating with college liaisons and trustees.

• Trustee Mihalik will finalize committee charges before the September Board meeting.

• The Audit & ERM committee will meet before the college response to the IT audit findings report is submitted.

• The Student Corporation 2015-16 meeting schedule was distributed. Trustees were asked to consider attending one of the meetings.

• The Code of Conduct/Code of Ethics document was distributed for trustee signatures.

President’s Report
Dr. Risser referenced the written President’s Report included in trustees’ meeting packet.

The SUNY Performance Improvement Plan is a major initiative that requires an extraordinary amount of time to prepare, specifically in terms of the metrics required. While “SUNY Excel” is the name of the system-wide metrics, each individual campus is developing a “Performance Improvement Plan”, which felt a bit insulting. We decided to change the name of our plan to “FLCC Excels” and we will submit it with that name.

Additions to the President’s Report
Recent federal changes are required to be incorporated in the Student Code of Conduct. Dr. Risser will send a revised document electronically with tracked changes for trustees’ review in advance of action at the September meeting.

Consider discussing the implications of implementing the SUNY Diversity Task Force and the regional community college councils with our local delegation. Following discussion, Dr. Risser agreed to research sponsorship of the regional community college council legislation and the rationale for how and why it came about.

Office of the State Comptroller IT audit: Dr. Risser reported that this was a very clean audit that resulted in no major issues requiring resolution.

Committee Reports (as needed)

Trustee Liaison Reports
FLCC Association: Trustee Hamlin
No report

FLCC Foundation: Trustee Geise
• August 4, 2015: Annual meeting and picnic with the Board of Trustees
• October 17, 2015: Book Feast fundraiser
• February 13, 2016: Vintners and Valentines; Dr. Risser provided an overview of this new event, which is a fundraiser for the Viticulture and Wine Technology program.
FLCC Projects Committee: Trustees Blazey, DeVaney
No report

FLCC Student Corporation: Trustee
No report

Student Perspective: Trustee Barry
Trustee Barry provided an overview of events and activities in preparation for the start of the fall semester.

Announcements
No announcements

Discussion Item
The Comprehensive Academic Mission of the Community College
Dr. Risser facilitated discussion on the five essential elements of the community college mission (AACC):
1. Serve all segments of society through an open access admissions policy
2. Provide a comprehensive educational program
3. Serve the community as a community-based institution of higher education
4. Maintain a primary focus on teaching
5. Support lifelong learning

1. Which element do you think differentiates us the most from other sectors of higher education?
   a. Open access
   b. Community-based
   c. Teaching

2. We are facing external pressures from a variety of sources. Which of our essential elements is likely to be most under fire when resources are tight? What will be lost if that part of our mission were sacrificed?
   a. Comprehensive educational program
   b. Open access

3. As times change, which element of our mission do you think is likely to grow in importance?
   a. Lifelong learning
   b. Community-based

4. How can we articulate the mission of a community college in a nutshell to help people understand what we do?
   a. Hard to beat our current mission statement: “Finger Lakes Community College serves as a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region.”
   b. Educate all willing community members to provide an informed citizen base
   c. Educated taxpayer

Executive Session
At 5:50 pm, Trustee Mihalik called for a motion to convene an Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss the employment history of a particular person and the proposed acquisition, sale or lease of real property.

On motion by Trustee Martin and second by Trustee Sheppard, the FLCC Board of Trustees entered into executive session. Following executive session, the FLCC Board of Trustees will not return to public session.
At 7:09 pm, on motion by Trustee Sheppard and second by Trustee Martin, the FLCC Board of Trustees moved out of executive session.

At 7:09 pm, on motion by Trustee Hamlin and second by Trustee Martin, the FLCC Board of Trustees meeting adjourned.

Prepared by,                        Submitted by,
Karen A. Hopkins                      Trustee Donna M. Mihalik
Assistant Secretary of the Board      Chair, FLCC Board of Trustees

Next meeting: Wed., September 2, 2015; Carpenter Board Room; immediately following the Finance & Facilities Committee meeting